

EPA Official Record

Mail ID: 8fb7fe896663418c93140276768931c9

From: Aoyama, Joyce

To: Hill, Barbara; Kahlo, Meaghan

Copy To: Wells, Mike

Delivered Date: 05/20/2014 02:09 PM EDT

Subject: RE: File Styles for the CRC

Hi Barbara,

I believe the CRC will only accept the accordion files and possibly the 6-part files. There is a danger that loose papers will fall out of files if they are not enclosed, but I'll defer to Mike on this.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
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(206) 553-2595 voice; (206) 553-0714 fax

From: Hill, Barbara
Sent: Monday, May 19, 2014 4:23 PM
To: Kahlo, Meaghan
Cc: Aoyama, Joyce
Subject: File Styles for the CRC

Hello Meaghan,

This Email is a follow-up to the voice mail I just left for you. I have a question for files submitted/sent to the CRC –

Can the simple “flap” folders (open on sides) go in the CRC if they have Versatile labels on them? Or must all records be in an accordion folder (closed on sides)?

Thank you,

Barbara Hill
SEE Grantee for OAWT
U.S. EPA, Region 10